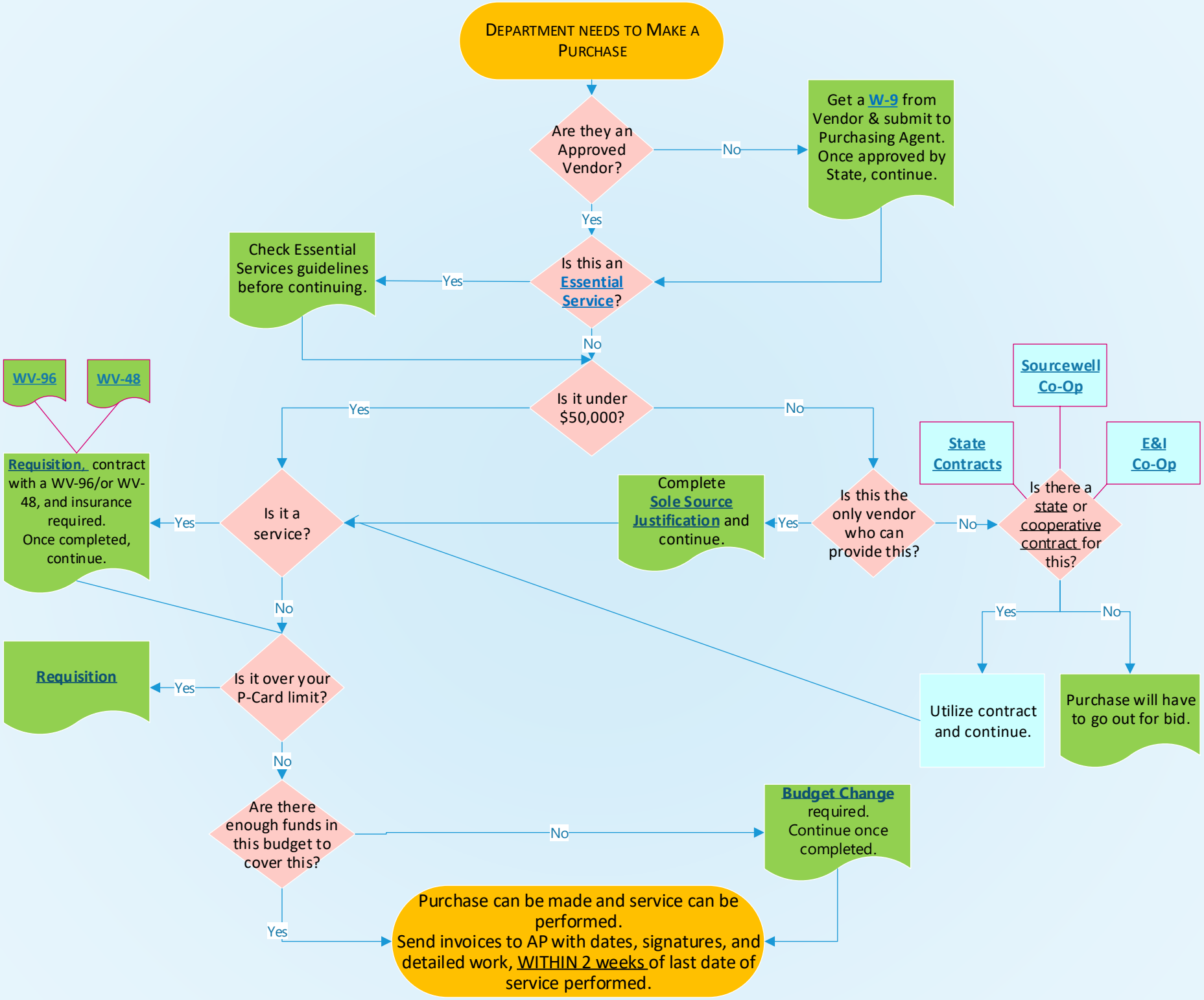
Department needs to Make a Purchase
Are they an Approved Vendor?
No
Get a W-9 from Vendor & submit to Purchasing Agent. Once approved by State, continue.
Yes
Is this an Essential Service?
Yes
Check Essential Services guidelines before continuing.
No
Is it under $50,000?
Yes
No
WV-96
WV-48
Requisition, contract with a WV-96/or WV-48, and insurance required. Once completed, continue.
Is it a service?
Yes
No
Complete Sole Source Justification and continue.
Yes
Is this the only vendor who can provide this?
No
Sourcewell Co-Op
State Contracts
E&I Co-Op
Is there a state or cooperative contract for this?
Yes
No
Utilize contract and continue.
Purchase will have to go out for bid.
Requisition
Yes
Is it over your P-Card limit?
No
Are there enough funds in this budget to cover this?
No
Budget Change required. Continue once completed.
Yes
Purchase can be made and service can be performed.
Send invoices to AP with dates, signatures, and detailed work, WITHIN 2 weeks of last date of service performed.